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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

DATE: November 19, 2018
TO: Jan Winters, State Personnel Director
FROM: Margie Holben LARA HR Director *MH*
SUBJECT: LARA Agency Layoff Plan

As provided in MCSC Rule 2-5.1(d), the Department of Licensing and Regulatory Affairs is requesting approval by the state personnel director of an agency layoff plan to vary the application of employment preference within the agency, effective January 1, 2019. Specifically, LARA requests, with the agreement of MAE and the PSC, approval to:

- Organizational and geographic limits: Employees in the Michigan Agency for Energy (including the Public Service Commission) will be treated as a separate entity for bumping from the rest of LARA. At each step in bumping within MAE, (1) PSC employees will first apply employment preference against PSC employees before applying against non-PSC employees in MAE and (2) (1) non-PSC employees will first apply employment preference against non-PSC employees before applying against PSC employees in MAE. At each step in bumping for LARA employees not in MAE, employees will first apply employment preference against positions in their current bureau or office before applying against employees in the rest of the department (except for MAE and PSC positions, which are part of a separate bumping unit).

Specifically, for employees in MAE or PSC, an employee will apply preference in the following sequence:

1. to a least senior position in classification or classification series in which the employee is serving within the PSC for PSC employees and within the rest of MAE for non-PSC employees;
2. to a least senior position in a classification or classification series in which the employee is serving within the rest of MAE for PSC employees and within the PSC for non-PSC employees;
3. to a least senior position at a lower classification in the current class series or, alternatively, to the same or lower classification in a former class series for which the employee previously attained status during the current employment period within the PSC for PSC employees and within the rest of MAE for non-PSC employees;

4. to a least senior position at a lower classification in the current class series or, alternatively, to the same or lower classification in a former class series for which the employee previously attained status during the current employment period within the rest of MAE for PSC employees and within the PSC for non-PSC employees.

LARA employees not in MAE or PSC will apply preference in the following sequence (department-wide in this section does not include positions in MAE or PSC):

1. to a least senior position in the bureau or office to which the employee is currently assigned in a classification or classification series in which the employee is serving;
2. to a least senior position department-wide (excluding MAE or PSC) in a classification or classification series in which the employee is serving;
3. to a least senior position in the bureau or office to which the employee is currently assigned at a lower classification in the current class series or, alternatively, to the same or lower classification in a former class series for which the employee previously attained status during the current employment period;
4. to a least senior position department-wide (excluding MAE or PSC) at a lower classification in the current class series or, alternatively, to the same or lower classification in a former class series for which the employee previously attained status during the current employment period.

If approved, the agency would provide notice to affected employees at least 14 days before implementation. Thank you for your consideration and review of this plan.

CC: Shelly Edgerton, LARA Director
Sally Talberg, PSC Director
Anne Armstrong, MAE Director